	Research Checklist: Have you done? (By MKB Sept 2010) **Overview of research process:** http://www.lib.sfu.ca/help/tutorials/start-research	**Yes** √
1	**Manage your research process & citations when doing literature search** - **Track** your search strategy and sources**, email them** and **build up your own database of citations** using **RefWorks. Create bibliographies fast. Use Write-N-Cite to quickly format your paper. How?** Check: http://www.lib.sfu.ca/my-library/refworks http://www.lib.sfu.ca/sites/default/files/10526/refworksquickguide_1.pdf - **Decide on a citation style. (APA, MLA, Chicago, etc.)** http://www.lib.sfu.ca/help/writing - Use **"scholarly" (peer-reviewed) articles** in addition to "popular" ones. - Use **"primary" and "secondary" sources and set up "alerts"** in journals/databases **or use RSS feeds to stay current on latest research.** - **Learn about plagiarism, do a self-test:** http://www.lib.sfu.ca/help/writing/plagiarism	
2	**Encyclopedias, handbooks, dictionaries, almanacs, textbooks for new topics** - For a good start, check for **overview articles and use their bibliographies** for key authors & sources.	
3	**Use Fast Search –** for a"**quick search**" or **for interdisciplinary materials** (books & articles). **Use limiting features** (publication type/date/ subject words/language) **to refine the results list**. Save, email or send to RefWorks. http://www.lib.sfu.ca/find/fast-search	
4	**Books? Go from specific,** relevant references **to the body of literature** in a discipline. - **Check bibliographies** in chapters of books, journal articles, etc **to find additional sources** - **From the library catalogue, start with keyword searches and then move on to "subject" searches,** using the subject headings that were assigned to the relevant books. **Save results**, view saved and **email the results** or **send the citations to RefWorks** - **Browse stacks** (shelves for books) **besides the "call number"** of relevant books	
5	**Journal articles or newspaper stories?** - **Check databases for your discipline**: Use pull down menu under "journal articles/databases http://cufts2.lib.sfu.ca/CRDB/BVAS/ - Check "**research guides**" for disciplines: http://www.lib.sfu.ca/help/subject-guides/ - Save search strategies / search histories and set up "alerts" in journal databases - Checked bibliographies of relevant articles for find additional relevant sources.	
6	**Citation Searching**? Look for **research articles/books that cite your key resources**. Use the **"cited reference search" button in the "Web of Science"** or **Google Scholar** and some other databases. http://www.lib.sfu.ca/help/subject-guides/sociology/graduate-students#CitationSearching	
7	**Current Awareness? Set up email alerts** from individual journals/databases, or **use RSS feeds** using Bloglines or Google Reader and have information come to a single (your) web page http://www.lib.sfu.ca/my-library/services-for-you/current-awareness	
8	**Conference Proceedings?** -Try "**Papers Invited**" database: http://cufts2.lib.sfu.ca/CRDB/BVAS/resource/5926 - Set up an alert in "**Conference Alerts Monthly**: http://www.conferencealerts.com/index.htm	
9	**Government Publications? –** For Canadian ones, try Canadian Research Index. We also have databases for UN.	
10	**Statistics? For Canada**, try the **Statistics Canada Publication Indexes:** http://cufts2.lib.sfu.ca/CRDB/BVAS/resource/6145 or **the Research Data Library (RDL):** http://www.lib.sfu.ca/research-data-library/maps-data-gis	
11	**Publications by associations, professional bodies or international organizations?** Check to see if the disciplinary database index these or search the web.	
12	**Theses:** Check: **Digital Dissertation, Canadian Research Index, and Theses Canada Portal** - Check **SFU Thesis Writing Guidelines**, **practice using the templates** and attend a workshop http://www.lib.sfu.ca/my-library/services-for-you/grads#Guidelines	
13	**Video or films resources?** Try limiting your search to this format within the Library catalogue search	
14	**We don't own?** Fill an online Inter Library Loans (ILL) form so SFU Library can borrow for on your behalf http://www.lib.sfu.ca/find/document-delivery/request-form **Borrow directly.** Get a COPPUL card from SFU Loans Desk to borrow from UBC or borrow from directly from Kwantlen, Douglas or Univ Fraser Valley by showing "your library record": http://www.lib.sfu.ca/faqs/can-students-from-douglas-college-kwantlen-college-or-ucfv-borrow-books-from-sfu	
15	**Want to publish? Don't sign away all your rights**, look at the tabs under the Scholarly Publishing link: http://www.lib.sfu.ca/collections/scholarly-publishing	
16	**Need help? For research help,** ask the Librarians: http://www.lib.sfu.ca/help/ask-us/ **For writing help,** ask: Student Learning Commons: http://learningcommons.sfu.ca/	